

ADMINISTRATIVE USE ONLY

MEMORANDUM FOR: Employee Activities Association

SUBJECT : Formation of a New EAA Club called "The Exchange"

1. Your approval is requested for EAA sponsorship in the circulation of the attached notice for the formation of a new EAA Club, and in the future organization of this Club.

2. The Exchange Club would be a brown bag lunch group where women and men could exchange ideas on the world scene, and develop new work skills. We envision the Club to be organized on the toastmaster/mistress concept with the speakers and workshop leaders being provided internally and externally when necessary.

3. The Club would be recreational as well as educational in nature. It would provide a stimulating and interesting forum for ideas as well as enhancing career skills through participation as speakers and in the workshops.

4. Attached is a draft of a notice which would be circulated by EAA to the employees to see if we have sufficient interest in the organization of this club.

ADMINISTRATIVE USE ONLY

EAA NOTICE

FORMATION OF A NEW EAA CLUB

"THE EXCHANGE CLUB"

EAA HAS BEEN REQUESTED TO OFFER TO ITS MEMBERS
A LUNCH HOUR BROWN BAG FORUM FOR SPEAKERS AND WORKSHOPS
ON TIMELY ISSUES OF EDUCATIONAL AND RECREATIONAL INTEREST.
THE CLUB WOULD BE CALLED "THE EXCHANGE" AND WOULD MEET
ONCE A MONTH A LUNCH TIME IN THE BUILDING. THE PURPOSE
OF THE CLUB WOULD BE TO SELECT TIMELY ISSUES OF CONCERN
ON THE WORLD SCENE, AND EDUCATIONAL TOOLS FOR DEVELOPING
NEW WORK SKILLS. IF THERE IS SIGNIFICANT INTEREST, THE
FIRST MEETING WOULD BE HELD IN DECEMBER 1981 WHERE THOSE
PRESENT WOULD SELECT THE TOPICS FOR FORTHCOMING MEETINGS
AND WORKSHOPS.

ALL EMPLOYEES INTERESTED IN THIS NEW CLUB PLEASE

ILLEGIB

FILL OUT THE FOLLOWING STATEMENT AND RETURN IT TO THE
EAA NORTH CONCOURSE.

NAME: _____ EXTENSION _____
OFFICE ADDRESS: _____
TOPICS OF INTEREST: _____

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21 October 1981

MEMORANDUM FOR THE RECORD

STAT 1. On 9 October [] the EAA Coordinator, advised me that
STAT he had been approached by [] regarding EAA
sponsorship of a Women's Club, either associated with the Federally
STAT Employed Womens Association (FEW), or one similar to it. Subsequently,
I spoke with [] on 12 October, found out what she had in mind,
and advised her that I would be back in touch with advice regarding how
STAT she could apply for EAA sponsorship. On 16 October [] was again
approached by [] and she subsequently called me regarding EAA
sponsorship of two courses which she wished to give. One is entitled
"Time Control and Stress Management," for which she would charge \$15.00
per employee per session; another entitled "Sound Self Esteem," which
would cost \$50.00 for two sessions (the \$50.00 included \$30.00 cassette
kit).

STAT 2. I asked [] to meet with me, which she did on 16 October
for approximately 1 1/2 hours. During the course of our meeting, we
first discussed a Women's Club sponsored by EAA. [] believes that
such an organization is needed, that she does not believe that it should
fall under the EEO umbrella because EEO has left a bad taste in peoples
mouths and that she does not believe that the Regan Administration is going
to be pushing things in the EEO area. Further she indicated that she had
previously discussed establishing an association as a branch of or similar
to FEW, or at least distributing their material in the building, with the
Federal Women's Program Coordinator, [] had not
expressed any interest in doing so. I pointed out to [] that the
EAA was more recreational oriented and she pointed out to me that we sponsor
various groups that would be similar to a women's organization, e.g. Amigos
Y CIA, the Prayer Club, the Bible Study Club, etc. I explained to her that
the EAA was run by a Board of Directors, that it was not my intention
or within my purview to approve or disapprove such an organization as she
proposed, that she should write her proposal up and send it to the EAA
Board of Directors through me.

STAT 3. We then discussed her request to have the two courses mentioned in
Paragraph #1 sponsored by EAA. [] indicated that she was sponsored
by DDO for external training when she attended workshops in the area
mentioned and that she had found them very beneficial. She advised that
she had run approximately four similar courses for DDO employees, under the
sponsorship of the DDO Women's Council, and that these employees had also
found such courses beneficial. I mentioned to her that I was aware that
the Office of Medical Services had been giving briefings in the area of

stress management to various employee groups in the Auditorium, that these sounded more like areas that were presently covered by OT&E in their various management courses. (She pointed out at this juncture that management courses were for GS-12 employees and above and that she was trying more to reach employees at the GS-11 level and below.) I then asked her if she had contacted OT&E and she indicated to me that she had but that OT&E was not interested. She subsequently indicated that OT&E had been interested in her but her assignment had been nixed within DDO.

STAT

4. I explained to [] that I had doubts whether EAA would be interested in sponsoring such courses, that it appears to me that both in the area where she had been turned down by OT&E and in the Women's Club area where she had been turned down by the FWPC, that she was seeking to find any sponsor who would back her ideas, and being rejected by the others had now settled in on EAA as her next target. I told her that she could submit a proposal, as mentioned in Paragraph #2 above to the EAA Board of Directors, via me, and that I would see if there was any interest in acting on it.

STAT

5. During the course of the conversation [] also "fully" briefed me on the trials and tribulations of her proposal for an employee association which was turned down by the DDCI, Admiral Inman. Much of what [] said in terms of a Women's Club and what it could do for the self esteem of our clerical employees and the impact that the courses she proposes might have makes sense. It appears to me that she is seeking a forum, that she has not found it, and that she is now attempting to make EAA that forum. I believe that we can expect to hear more from [] and her proposals for EAA in the near future.

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[]
Deputy Chief, Benefits and Services Division

Attachments

REQUIREMENTS
for
New Club or Activity

STAT

Estimated number of participants: 20

¹ Time Control & Stress Management
Fees Involved: \$15 per session for one workshop
"Sound Self-Esteem" \$50 for 2 sessions for 2nd workshop
(fee includes \$30 cassette kit)

Purpose of Activity:

Education

Meeting Day/Time: Lunch Hour or After Hours

Meeting Place: Inside ☒ Outside ☐

Cover Status if Outside: _____

NON-AGENCY PERSONNEL (Instructors, Procs, etc.) MUST HAVE
AGENCY CLEARANCE. (Security & Cover.)

Instructors - 1 Agency
1 Non-Agency

RETURN TO EAA, ROOM 1E 73 HE 15.

I. Course Structure as given by the Institute

Lecture and discussion with two group exercises --
total time 7 hours.

Given by me during lunch hour on two occasions.

II. Course Objectives

--to teach women how to balance professional and social
roles/changes/demands in order to minimize negative
stress

"SUPPORT vs STRESS"

Conforters: Those who think you can do no wrong.

Clarifiers: Those who have experience in the system
and can be objective.

Confronters: Those who will tell you when you are
wrong and what the impact is or will be

"TIME vs EMOTION"

"I'm not ready to talk about it right now I would
like to get back to this later when I have had more
time to think about it." STRATEGIZE.

Move through the emotion don't go with the emotion
still a part of the situation.

--to identify your values

"Self Assessment"

"CRITICISM" - constructive vs destructive--HUMOR.

"GOALS" - personal and professional.

--to assess your work environment/system

"Powerful vs Powerless" -- non-verbal behavior

"Promote Yourself"

"Buy it Back"

"Speak in I terms"

"Xs and Os"

"Push and Test the Boundaries"

"Dress like the Boss" -- imitate power?????

--how to engage your environment

III. Course Exercises and Handouts

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